

The County Of Napa



**ADMINISTRATOR
OF ALCOHOL & DRUG
PROGRAMS**



NAPA COMMUNITY

Internationally known for its sweeping agricultural vistas, exciting restaurants and world-class resorts, the Napa Valley is home to 130,000 residents who share a strong sense of community and a legacy of preserving and protecting its rich farming heritage.

Although much of the county is rural in character, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat, with a population of 74,000, to Yountville, with 3,280 residents. Napers have a long history of community involvement and its cities are characterized by vital downtowns and pleasant residential neighborhoods.

With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

THE COUNTY ORGANIZATION

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for County operations, including day-to-day supervision of the County's appointed department heads.

The County has a budget of approximately \$275 million and 1,300 employees who provide services through 18 departments – five headed by elected officials and the remainder by department heads appointed by the County Executive Officer or by the Board of Supervisors based on the recommendation of the County Executive Officer. Departments headed by elected officials include the Auditor-Controller, Treasurer-Tax Collector, Assessor-Recorder, Sheriff and District Attorney. Other

departments include: Health & Human Services, Conservation, Planning & Development, Environmental Management, Public Works, Library, Agricultural Commissioner, Fire, Corrections, Public Defender and Probation.

As an organization, the County is dedicated to improving the lives of its citizens and supporting the best of the community's values: integrity, accountability and services.

HEALTH & HUMAN SERVICES AGENCY

The Napa County Health and Human Services Agency (HHSA) is comprised of six program service divisions and several supporting administrative divisions. The program divisions are Child Welfare Services, Comprehensive Services for Older Adults, Mental Health, Public Assistance/Vocational Services, Public Health, and Substance Abuse Services. The administrative divisions include general administration, fiscal, and quality management. This integrated structure carefully balances the advantages of disciplinary integration against the need to ensure that each division is provided with the internal resources necessary to stay abreast of evidence based practices and current regulatory requirements. HHSA staff is comprised of approximately 375 full and part-time employees. HHSA takes a broad based public health approach to serving the diverse communities that make up the County with the goal of building healthy, self-sufficient individuals, families, and communities. HHSA's programs work as partners with one another, their consumers, community representatives, and representatives of other public and private agencies and organizations to address the evolving health and human service needs of the people of Napa County.

THE POSITION

The Health & Human Services Agency is seeking to hire an Administrator of Alcohol & Drug Programs who is responsible for management and direction of the Substance Abuse Services Division. The Administrator is an at-will senior management position within the Agency, reports to the HHSA Director or Assistant Director, and



is a member of an integrated Agency senior management team comprised of the six program division managers, the Director and Assistant Director, and various key administrative managers. The Substance Abuse Services Division budget is \$5.0 million and is comprised of approximately 40 full and part-time employees that are organized into five functional teams: prevention and youth treatment services, adult outpatient treatment, adult outpatient treatment for women, drinking driver programs, and court-treatment programs. The Administrator is responsible for the operation of multiple and significant integrated programs and services within the Division and for developing, interpreting, and carrying out departmental policies. The primary responsibilities for the position include, but are not limited to:

- Plan, develop, implement, and maintain an appropriate continuum of prevention, treatment, and administrative systems that address the needs of the community and persons being directly served
- Determine policy and overall direction of the substance abuse system
- Establish a collaborative management model among staff and engage in a collaborative process with other managers and supervisors within their divisions and throughout the Health & Human Services Agency
- Negotiate, develop, manage, evaluate, and monitor contracts within the scope of services provided by the Substance Abuse Services Division
- Provide oversight for the development of community services and partnerships with providers and key stakeholders including courts, district attorney, public defender and probation
- Act as a liaison to the Alcohol and Drug Advisory Board
- Review state regulations concerning new program mandates and facilitate planning to implement those mandates
- In collaboration with the Fiscal Division and the agency management team, oversee the development of the division's annual operating budget and manage the division's activities in accordance with the budget
- Supervise and train management and supervisory staff

The incoming Administrator will have the benefit of a comprehensive study that is currently being conducted by a consultant who is evaluating and reviewing the programs and structure of the Division. The study will provide the new Administrator with detailed information on existing needs and available services. As a part of an initiative underway throughout the Agency, the new Administrator will be called upon to organize available resources in a manner that will best serve the public through increased program effectiveness and efficiencies.



THE IDEAL CANDIDATE

The ideal Administrator will be an experienced leader that has overseen substance abuse prevention and treatment programming and is familiar with programming in such related fields as mental health, child welfare, health, and other key programs. The successful candidate will have a broad understanding of substance abuse regulatory requirements and compliance issues, as well as a deep commitment to planning, implementing and managing effective prevention and treatment programs. Key attributes for this position include a collaborative approach to building solid relationships with community partners and stakeholders, a management style that fosters creativity and accountability, and a commitment to developing strategic programs that respond to the needs of a diverse community. In addition, HHSA has a collaborative senior management structure, and the ability to work openly and cooperatively with the management team will be critical for the success of the new Administrator.

Specific qualifications are as follows:

Experience and Education

To qualify for this position, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A preferred combination would be four years of professional program experience in a substance abuse prevention or treatment program with a minimum of two years in a management capacity. A Bachelor's degree in health, social work, clinical psychology, or a closely related field is required; a Master's degree is desirable.

Competencies and Personal Characteristics

In addition to the experience and education requirements that are outlined above, the ideal candidate will possess the following additional traits and competencies:

- Creative, dedicated professional with a passion for providing effective and comprehensive substance abuse programs
- Articulate spokesperson, capable of communicating to a wide range of community providers, schools, media, and key stakeholders
- Effective, compassionate organization leader, as well as a good mentor who fosters staff development
- Approachable, sincere and engaging style



- Sound fiscal and budget experience
- Exhibits an entrepreneurial approach that inspires innovation and continuous improvement
- Uncompromising ethics and integrity
- Outstanding strategic thinker
- Embraces diversity and is open minded and visionary
- Has a sense of humor
- Able to manage conflict successfully and to be respectful of differences

For positions within the County's Health & Human Services Agency, the County of Napa is precluded from hiring applicants who are determined to be "Ineligible Persons," defined as an applicant who is: a) currently excluded, suspended, debarred or otherwise ineligible to participate in Federal health care programs, or b) has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the Federal health care programs after a period of exclusion, suspension, debarment or ineligibility. Applicants will be asked prior to an offer of employment to verify that they are not an "Ineligible Person."

COMPENSATION AND BENEFITS

SALARY

The salary range for this position is **\$83,512 - \$100,422 (3% COLA effective July 1, 2006)**. Placement within this range will be dependent on the qualifications of the successful candidate. The County also offers an outstanding benefit package that includes:

- **Vacation** – Fifteen to twenty-six days annually based on years of service. Prior government service can be used in calculating vacation accrual rate.
- **Sick Leave** – Twelve days annual sick leave with unlimited accrual.
- **Holidays** – Eleven paid holidays per year.
- **Personal Leave** – 19 hours credited during the first pay period of the fiscal year.
- **Management Leave** – 80 hours per year (60 hours convertible to cash).
- **Medical Insurance** – Choice of two plans with the County making a significant contribution toward premium for employee and dependents.

- **Dental Insurance** – Choice of two plans with the County paying the premium for employee and their dependents.
- **Life Insurance** – County paid life insurance up to \$50,000.
- **Disability Insurance** – Short-term and long-term disability insurance available.
- **Cell Phone Allowance** – \$70 per month
- **Retirement** – Public Employees' Retirement System (PERS) 2.5% at 55 **with the County contributing a significant portion of the employee's share of the retirement contribution.**
- **Deferred Compensation** – The County offers a plan with a County match up to \$1,000.
- **Post-retirement** – Group life, vision and dental insurance for employee and family after eight years of County service is available (employee paid).

The County of Napa does not participate in Social Security

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, July 28, 2006. To be considered, please submit a cover letter, list of five professional references (who will **not** be contacted in the early stages of the recruitment), current salary, and a resume that reflects the size of staff and budget you have managed. Your resume should indicate both months and years of beginning/end dates of current and prior positions held. For additional information regarding this opportunity, please contact



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Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant in early August. It is anticipated that interviews with finalists will occur in late August and that an appointment will be announced by mid September, following follow-up interviews and reference and background checks.

Visit the County of Napa website at www.co.napa.ca.us

The County of Napa is committed to a policy that pursues a program of Equal Employment Opportunity and Non-discrimination.